Enclosure 3

CIVILIAN PERSONNEL DIVISION

PROCESSING EXTENSIONS BEYOND 5 YEARS

(for HQ V CORPS & SEPARATE BRIGADES)

START

Servicing CPAC issues tour documents to V Corps-CPD/Brigade 12 months prior to employee DEROS date.

For Hqs V Corps, CPD reviews/sends tour documents to manager, & assists in obtaining needed documents (JD, appraisal, etc).
For Brigades, CPAC sends documents to Brigade.

Between 12th and 8th month prior to DEROS, manager decides whether to request extension. Discusses with Brigade Cdr/G Staff Chief.

NO

YES

Mgr completes form (Part B) & employee (Part D). Mgr instructs employee to visit CPAC to arrange for return to CONUS (via PPP or via exercise of reemployment rights). Provides courtesy copy of disapproval to V Corps CPD.

Employee registers in PPP 6 months prior to DEROS. Outprocesses, then PCSs.

G Staff/Brigade informs employee. Brigade ensures final processing.

CPD informs Brigade/G Staff Chief of disapproval. For Brigades, fwds original for processing. For Hqs, CPD fwds disapproval form to CPAC. Brigade/G Staff notifies employee of decision.

Mgr prepares extension pkg (Form 10, extension form, JD, appraisal, etc.). Forwards to director (Brigade Cdr or G Staff Chief). Obtains Car. Prog Mgr approval (Part E), as req'd.

CPD fwds original pkg to Brigade. For Hqs, CPD informs G Staff Chief of decision, pro-vides courtesy copy, & fwds ori-ginal pkg to CPAC.

NO. Returns to CPD.

CPD reviews&comments & forwards to SJA for comments.

Brigade Cdr/G Staff Chief requests/endorses extension. Forwards to V Corps ACSRM.

C/S extends?

YES. Returns signed approval to CPD.

CPD reviews & takes to C/S.

SJA returns to CPD.

ACSRM validates continuation of space. Forwards to V Corps CPD for comments.